



Student Placement Quality and Safety Agreement – 2020/21

Thank you for offering practice placements to University of Nottingham (UoN) students. As a placement provider, you will be aware that the student will be under your care and therefore you have a duty for ensuring their health and safety for the duration of the placement.

To comply with the UoN health and safety requirements, all placement providers are required to sign an annual Health and Safety Agreement. As part of this agreement, the UoN and placement providers have certain responsibilities.

Please read this document. You will be asked to agree to your responsibilities by signing a declaration at the end of the Annual Review Form.

To assist, the University will:

- For placements starting in 2020/21 academic year: ensure that all students have completed individual Covid-19 risk assessments before they go on placement and to communicate with placement providers about any students whose risk is deemed to be anything other than a 'low risk'. All of these students will also have had an occupational health (OH) appointment at the UoN and the content of the report will be shared with the placement provider.
- Prepare students to behave professionally in the workplace by outlining the expected standards as well as ongoing modelling and nurturing of professional behaviour.
- Ensure that all students have the appropriate core knowledge.
- Support students to become self-directed learners, encouraging and expecting them to take responsibility for their learning.
- Facilitate students to acquire the necessary enhanced DBS checks and health checks required by the organisation. Students apply for an enhanced DBS check at the start of their Master of Nutrition and Dietetics course, and are expected to participate in the University's occupational health programme on the Master of Nutrition and Dietetics degree programme. Additional placement provider requirements will be accommodated.
- Prepare students for the placement and ensure they are aware of general health and safety aspects. Students will be provided with general written guidelines of a general nature (specific information, required for particular activities or workplaces, will remain the responsibility of the named trainer and student training lead).
- Give the student and practice educators the opportunity to report to the University any problems experienced with regard to health and safety whilst on placement.
- Respond as appropriate to any health and safety issues that arise during the placement, raised by the student, you or a member of University staff.
- Provide appropriate training opportunities and updates to support student training, i.e. individual training – Introductory Facilitation of Learning (FoL) and Advanced FoL, Mentor training, organisational/departmental student training updates and student Training Forum (STF).

For further information and online booking, please visit:

<https://www.nottingham.ac.uk/dietetic-practice-education/student-training-forum-for-practice-educators.aspx>



As a placement provider the University expects you to treat students in the same way as your employees with regards to their health, safety and welfare.

The University has the following health and safety expectations of its placement providers for which it requires your signed acceptance prior to the placement going ahead:

- For placements starting in the 2020/21 academic year: complete a Covid-19 risk assessment and have appropriate Covid-secure requirements in place such as personal protective equipment (PPE), social distancing, allocating to low Covid-risk placement areas, etc. and communicate these to the student.
- Compliance with all relevant health and safety legislation.
- Notify the University about any additional technical or professional skills/competencies and or other requirements needed to carry out student training (these should be noted on the accompanying Annual Review form).
- Provide the student with an induction to workplace health and safety arrangements, including fire precautions, specific hazards and health and safety precautions, moving and handling, information governance, incident reporting, and bullying and harassment.
- Include the student in the risk assessment programme as it affects activities undertaken by them.
- Provide appropriate instruction and training in working practices and in the particular control measures identified in the risk assessments.
- Communicate with other members of staff (involved in student training) about the additional learning needs of students.
- Facilitate all visits relating to student training, either pre-placement visits by the student or by University staff during the placement.
- Provide ongoing supervision, training and guidance to the student on their progression throughout placement.
- Aim to regularly provide both verbal and written feedback that is consistent, constructive and supportive, in a timely way (including a minimum of weekly written feedback, halfway review and final assessment, as well as verbal feedback following activities).
- Support students in evidencing their learning, e.g. signing off assessment tools in a timely manner.
- Implement the University Student Mentoring Policy.
- Monitor student attendance and inform the University if the student has missed more than 1 week, i.e. needs extra time, as required by University regulations.
- Ensure that all members of staff involved in practice placement education have attended some form of student training, e.g. FoL, mentor training, 3-yearly organisational/departmental student training update.
Please contact Carol Raaff if the team would benefit from a student training update: carol.raaff@nottingham.ac.uk
- Send a representative(s) to regularly attend STFs.
- Engage with quality assurance measures, including updating Placement Provider Profiles annually, timely response to student Placement Evaluations, facilitating Quality Partnership visits as required (usually every 3 years) and taking appropriate action as agreed.



- Ensure that the University is notified of significant accidents or incidents involving students.
- Make any statutory notifications to HSE under RIDDOR Regulations.
- Cooperate with the University as far as is necessary when it is following up on health and safety issues that are raised.
- Ensure that insurance is in place to cover liability for any injuries or ill health sustained by students or any third party that is attributable to the activities of the student during the placement period.

Confidential Information and Data Protection for Placements

Students on the MNutr programme use PebblePad portfolios to store and communicate placement-related information (including personal data) with the University and practice educators on each of their placements. Students are responsible for keeping this information up to date and are required to share their portfolio with the student training lead and their supervisor(s). Students are in control of who they share this information with – before or during placement. They are aware that they may be asked to share their portfolio with other practice educators for the purpose of their training. Most portfolio information can only be viewed and downloaded by the University and the placement provider and therefore cannot be changed or lost. Exceptions are 'Assessor Fields' that are within the A, B and C placement tabs of the portfolio. Following each placement, students will be told how to stop sharing their portfolios with practice educators.

Student personal data to be shared with the placement provider under this agreement shall include the following where deemed necessary:

- Given name(s) and family name
- Gender
- Health information and details about specific learning differences/reasonable adjustments relevant to placement
- Physical and email addresses
- Next of kin details
- Car driver details (if applicable) – licence and insurance
- Programme of study and year of study

The practice educators will:

- Comply with all applicable laws, regulations, orders and codes of practice relating to data protection, including the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) (Data Protection Legislation);
- Ensure that any personal data relating to the student(s) shall be treated as confidential at all times including during collection, handling and use, and that the personal data (including in any electronic format) shall be stored securely at all times;
- Ensure that it has appropriate technical and organisational measures in place, to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data;
- Only use the student(s) personal data for the purposes of providing the student(s) practice placement (i.e. the agreed purpose);



- Not disclose or allow access to the student(s) personal data to anyone other than those of its staff that have a legitimate need to access it;
- Promptly inform the University about the receipt of any data subject access request;
- Not disclose or release any shared personal data in response to a data subject access request without first consulting the University wherever possible;
- Provide reasonable assistance as is necessary to the University to enable it to comply with any request from a student made to it under the Data Protection Legislation and to respond to any other queries or complaints from the student in respect of the shared personal data;
- Not transfer, store or otherwise process the student(s) personal data outside of the European Economic Area;
- Notify the University without undue delay on becoming aware of any breach of the Data Protection Legislation and provide the University reasonable assistance as is necessary to facilitate the handling of any personal data Breach affecting the shared personal data in an expeditious and compliant manner; and
- Provide contact details of at least one employee as point of contact and responsible manager for all issues arising out of the Data Protection Legislation, including the procedures to be followed in the event of a data security breach;
- Not retain or process shared personal data for longer than is necessary to carry out the Agreed Purpose; and
- Ensure that any the student(s) personal data are securely destroyed once the personal data is no longer required for the Agreed Purpose unless required by law to store the personal data for longer.

If the University determines that the parties shall enter into a separate Data Sharing Agreement, the parties shall promptly discuss the proposed Data Sharing Agreement proposed by the University and shall negotiate in good faith with a view to agreeing and implementing the Data Sharing Agreement as soon as is reasonably practicable.